

JOB OPPORTUNITY

Job Opportunity Bulletin: 05-140

Final Filing Date: Until Filled

Position:	Salary:	Location:
Senior Personnel Specialist Or Personnel Specialist, Range D (Possibly two positions)	\$3,418 - \$4,155 \$3,127 - \$3,800	Office of Statewide Health Planning & Development Division of Administration Human Resources Services 1600 Ninth Street, Room 350 Sacramento, CA 95814

General Statement:

Under the general direction of the Staff Services Manager I, using a high degree of independence and judgment, performs as the expert staff resource for the most difficult and complex personnel/payroll issues, and performs the full range of transactions duties.

Duties:

- Perform all personnel transactions for a roster of departmental employees including but not limited to certification of eligibles, worker's compensation, salary determinations, NDI/IDL, maintenance and updating of the California Leave Accounting System, FMLA, adverse action documentation, reinstatement/transfer rights of employees, position control, benefits, and processing and reconciling monthly payroll.
- Research technical and complex personnel problems, recommend alternative solutions, and may be required to implement solutions.
- Review various control agency letters, Personnel Management Liaison memos, and bargaining contract provisions; develop/revise internal procedures, as necessary; and prepare needed communication for management and employees.
- Serve as a team member on personnel-related projects, as needed; provide orientation to new employees and train attendance coordinators.
- Research, consult and advise management on varied transaction issues.
- Prepare management reports, documents, and draft correspondence on transactions matter.

Desirable Qualifications:

- Strong verbal/written communication skills.
- Strong work ethic.
- Ability and commitment to effectively participate on a team that deals with sensitive and confidential situations/information.
- Strong customer service skills.
- Working knowledge of Microsoft's Office Suite and the State Controller's Office decentralized personnel/payroll system.

Who May Apply:

Applications will be accepted from individuals currently in the above classes or who have list, transfer or reinstatement eligibility to the classes. Only the most qualified candidates will be interviewed. Appointment is subject to SROA policies.

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested candidates should submit a State Examination and/or Employment Application, Std 678 and a resume to:

OSHPD - Human Resources Services
Attention: Deborah Davis (**Job # 05-140**)
1600 9TH Street, Room 350
Sacramento, California 95814

For further information contact Deborah Davis at (916) 654-1584.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

